

California Department of Veterans Affairs

"Honoring California's Veterans"



Classification: **Associate Governmental Program Analyst (\$4,255.00-\$5,172.00)**
Permanent Full Time
 may also consider:
Staff Services Analyst General (\$2724.00-\$4,300)
Permanent Full Time

Location: Veterans Home of California-Barstow
 100 E Veterans Parkway
 Barstow, CA 92311

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. ***Applicants must clearly indicate the basis of their eligibility on the application form. SROA PROVISIONS APPLY.***

Duties and Responsibilities: *Under direction of the Home Administrator or designee:*

- Tracks encumbrance and expenditures, billing and collections.
- Perform monthly reconciliation with CALSTARS reports.
- Analyze data in controlling expenditures and projecting future needs.
- Analyze fiscal impact of reclassification of positions. Advise management on all aspects of the Home's fiscal operations.
- Assist in the preparation of budget change proposals, transfer of budget allotment documents and estimating contract costs.
- Assist in procurement, requisition and property. Functions as a lead and back-up to business services assistant.

Desirable Qualifications:

- Ability to communicate effectively.
- Ability to analyze situations and take effective action.
- Knowledgeable with accounting reports.
- Good work ethic and interpersonal skills.
- Good organizational skills.
- Ability to work independently.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Veterans Home of California, Barstow
 100 East Veterans Parkway
 Barstow, CA 92311

Inquiries:

Voice: (760) 252-6282
 TDD: (760) 252-6234

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AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 05/04/07